

## **Bay County CPL Application Procedures New Applicants**

1. Attend and pass an approved NRA certified CPL training course. Obtain NRA approved CPL training certificate stating, "This course complies with Sec. 5j of 1927 PA 372."
2. Obtain your application from the Sheriff's Department, County Clerk's Office or Michigan State Police website [www.michigan.gov/msp](http://www.michigan.gov/msp)
3. Obtain one 2"x2" passport quality photo of yourself. (No hats or sunglasses.)
4. Complete the application, providing the name, complete address and phone number of two (2) references. **DO NOT SIGN THE APPLICATION UNTIL PRESENT BEFORE THE CLERK'S OFFICE.**
5. Appear at the County Clerk's Office of residency with the \$105.00 application fee (cash, check or money order only), a valid driver's license or Michigan ID, your completed CPL application, passport quality photo, your original CPL training course certificate and a **copy** of your CPL training course certificate.
6. You will sign the application at the Clerk's Office and swear/affirm the information you provided on the application is true.
7. After applying for your new CPL license, visit the Bay County Sheriff's Department to be fingerprinted. Take your receipt to show you paid the fees and submitted your application along with your valid driver's license or Michigan ID.  
**Fingerprints are only taken on Tuesdays, Wednesdays and Thursdays between the hours of 9:00 a.m. - 4:00 p.m.**
8. Upon successful completion of your background checks, the County Clerk's Office will schedule your request before the Gun Board. After Gun Board approval, your permit will be mailed to you. If your appearance before the Gun Board is required, a postcard will be mailed informing you to appear on the 4<sup>th</sup> floor of the Bay County Building, 515 Center Avenue, Bay City, at the date and time specified below.
9. Active military personnel will be eligible to apply on-line effective April 1, 2015 under S.B. 34.
10. Senate Bill 34 dissolves County Gun Boards effective December 1, 2015

### **2015 Meeting Dates** **Meetings begin at 10:00 a.m.** **4<sup>th</sup> Floor Bay County Building**

January 8, 2015  
April 2, 2015  
July 2, 2015  
October 1, 2015

February 5, 2015  
May 7, 2015  
August 6, 2015  
November 5, 2015

March 5, 2015  
June 4, 2015  
September 3, 2015